

STATEMENT OF WORK

Title: Support for the Clean Air Act Advisory Committee (CAAAC) and Annual Clean Air Excellence Awards program

Contract No.: EP-D-14-033, WA 4-02

Period of Performance: October 1, 2018 – September 30, 2019

Work Assignment Manager (WAM):

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BACKGROUND

EPA originally established the Clean Air Act Advisory Committee (CAAAC) in November 1990, and recently renewed the charter of the CAAAC to maintain its function until October 24, 2018. The committee is authorized under the Federal Advisory Committee Act, 5 U.S.C., App. Section 9(c). The purpose of the Committee is to provide independent advice and counsel to the Agency on policy and technical issues associated with the implementation of the Clean Air Act Amendments of 1990 (CAA) at the request of EPA. The Advisory Committee consists of around forty members from the industry, academia, state, tribal and local governments, and environmental organizations. The Committee is normally consulted two to three times a year on economic, environmental, technical, scientific and enforcement issues related to the Clean Air Act.

Much of the work of the CAAAC is accomplished through its subcommittees. Currently there are two active subcommittees: 1) the Permits, New Source Review, and Toxics Subcommittee; and 2) the Mobile Sources Technical Review Subcommittee. This statement of work will provide contractor meeting support for the full committee and for the Permits, New Source Review and Toxics Subcommittee (referred for the remainder of this document as “the subcommittee”), as directed by the WAM. The Mobile Sources Technical Review Subcommittee will not be supported under this contract.

PURPOSE AND SCOPE OF WORK

This statement of work under this contract will provide for general meeting support and other organizational and communication duties related to supporting the CAAAC for this period of performance. The contractor shall help to arrange approximately two face-to-face meetings per year (generally one to one-and-a-half days each) for the CAAAC, which may include one or more separate subcommittee meetings, and undertake other support activities, as described below. There may also be approximately two teleconferences per year. The face-to-face meetings will be held approximately six months apart with the exact dates and location to be determined by the WAM. The contractor shall also provide support for the annual Clean Air Excellence Awards process and event, which is generally held at the same time as one of the face-to-face meetings.

TASKS

Task No. 1: Prepare Work Plan

The Contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract.

Task No. 2: Monthly Progress Reports

The contractor shall prepare monthly progress reports in accordance with the terms and conditions of the contract.

Task No. 3: Meeting planning and logistical support

The contractor shall provide planning and logistical support for the CAAAC and the Permits, New Source Review, and Toxics Subcommittee meetings. Meeting planning shall include hotel site investigation and selection, solicitation of competitive hotel bids, as necessary, arrangement of meeting space, and provision of all equipment and meeting supplies. Meetings are generally held twice a year, once in the spring or early summer and once in the fall, but these times may differ in any given year.

In addition to preparing for the meeting, the contractor shall be responsible for coordinating all on-site logistical support during the Committee and subcommittee meetings.

Logistical support shall be provided in advance of the meetings as well as during the meetings. Such support shall include determining the most advantageous meeting room configuration, staffing registration desks, coordinating the transcription of proceedings, document distribution, coordinating audio-visual aids, and providing other support activities at the meetings as required.

Task No. 4: Administrative Support

The contractor shall provide administrative support as necessary to facilitate or expedite preparation for, and the conduct of, the face-to-face and conference call meetings. Activities conducted under this task shall include, but are not limited to, the following:

- Preparing registration list;
- Preparing name badges and table cards;
- Maintaining communications with attendees in advance of meetings;
- Assembling and reproducing background or supplemental materials as directed by the WAM;
- Preparing and distributing meeting agendas as directed by the WAM;
- Developing and maintaining mailing lists;
- Potentially posting materials on the CAAAC website and making updates or other required changes to the CAAAC website at the direction of the WAM;
- Documenting proceedings and preparing minutes in accordance with the Federal Advisory Committee Act requirements;

- Performing any administrative support activities, such as the reproduction and distribution of information and analyses prepared at the Committee and meetings.

Task No. 5: Support EPA in post-meeting follow-up logistics and activities, including preparing draft and final documents summarizing CAAAC meetings and action items recommended to the EPA

Draft documents, including comprehensive minutes of all full committee meetings, shall be prepared and submitted to the WAM for review within three (3) weeks following the meetings. Draft documents shall be reviewed and approved by the WAM prior to return to contractor. The WAM will review and provide any comments or changes within two (2) weeks following receipt of the draft documents. Final documents shall be submitted one (1) week following receipt of the WAM's comments. For this period of performance, the contractor is expected to need prepare minutes for two CAAAC meetings: one in the late fall of 2017 and potentially one in the summer or fall of 2018.

Task No. 6: Support to the Clean Air Excellence Awards Program

The contractor shall provide technical, analytical and logistical support to the WAM in the management of the Clean Air Excellence Awards (CAEA) Program, an OAR awards program originally recommended to EPA-OAR by the Advisory Committee. The ceremony usually takes place in the early evening the day before a full CAAAC meeting. Activities under this task include but are not limited to:

- Potentially working with the WAM to support the project submission process, including creating a spreadsheet summarizing previous award winners, developing an online and/or electronic application package, maintaining application materials on the website, screening applications to ensure that necessary information was included, and preparing application packages for EPA review. This task does not include reviewing or scoring applications or selecting award recipients;
- Potentially providing other materials about the awards program or award recipients as requested by the WAM, which may include but are not limited to the following: outreach information about the award program (both to solicit new applicants and to share success stories by past award recipients), award proposal packets, scoring sheets for judging proposals, and a summary listing of proposals and their scoring by OAR and CAAAC reviewers;
- At the direction of the WAM, securing space for the ceremony, in coordination with one of the face-to-face meetings each year, and ensuring that the ceremony space has all audio-visual equipment and other equipment as necessary;
- Preparing draft and final award certificates;
- Preparing draft and final ceremony brochures with descriptions of all the winners and including photos as provided by the WAM, in print-ready and web formats;

- Potentially posting materials on the CAEA website and making updates or other required changes to the CAEA website at the direction of the WAM;
- Potentially conducting a preliminary enforcement screening of award candidates using publicly-available EPA databases;
- Working in close coordination with the WAM to provide support to CAAAC members, OAR staff and senior OAR management in the successful implementation of this task item and any follow-up activities after the conclusion of the awards ceremony.

DELIVERABLES

1. Work plan and cost estimate in accordance with the terms and conditions of the contract.
2. Monthly Progress Reports.
3. Planning and logistical support under Task No. 3 will be provided to the Agency in advance of the CAAAC and subcommittee meetings. The WAM will notify the contractor of meeting date requirements in order that advance logistical support can be provided under the terms of the Statement of Work.
4. Administrative support under Task No. 4 will be provided to the agency (CAAAC and its subcommittees) approximately two to three days prior to each meeting under the direction of the WAM. Support during the meetings will be provided in a manner that best facilitates the effective conduct of the meetings.
5. Summary Documents - As described in Task No. 5, the contractor shall submit a draft summary document, including comprehensive minutes of all full committee meetings, and final summary document following each full committee meeting of the CAAAC. Draft documents are due within three weeks following the conclusion of each meeting unless otherwise notified by the WAM. EPA comments will be provided to the contractor no later than two weeks from receipt of the draft documents. Final documents are due within one week following the receipt of EPA review comments.
6. Documents and other information described in Task No. 6 shall be prepared at the direction of the WAM for review and approval. Due dates will be determined by the WAM, based upon an approved workplan.